Our Lady of the Assumption School

2026–2027 Parent & Student Handbook

Welcome to the 2026–2027 School Year

Dear OLA Families,

Welcome to the 2026–2027 school year!

Whether your family is beginning a new year at OLA or continuing a journey that began years ago, I am grateful for the opportunity to partner with you. Thank you for entrusting us with your children and for the many ways you contribute to our school community.

The Parent & Student Handbook is designed to be a practical resource for your family throughout the school year. It provides important information about school policies, procedures, expectations, and resources so that students and families can feel informed, prepared, and confident as they navigate the year.

Our school community is strongest when we work together. Open communication, mutual respect, and a shared commitment to our students help create an environment where children can learn, grow, and thrive. We encourage you to use this handbook as a reference and to reach out to us whenever you have questions or need assistance.

Thank you for being an important part of the OLA community. I look forward to all that we will accomplish together this year and to the many opportunities ahead for our students to learn, grow, and be Known. Challenged. Inspired.

May God bless our students, our families, and our entire OLA community throughout the school year.

With gratitude,

Cynthia Donovan
Principal, Our Lady of the Assumption School

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Ⅰ. Welcome to OLA

Our Mission & Values

At Our Lady of the Assumption School, our mission is rooted in the belief that every child is created with purpose and called to grow in faith, knowledge, and character. Guided by the teachings of Jesus Christ, we provide a nurturing Catholic environment where students are inspired to lead by example, serve others with compassion, and work together to strengthen our school community.

We are committed to academic excellence while educating the whole child. Through a challenging curriculum, meaningful faith formation, and opportunities for leadership and service, students develop the confidence, critical thinking skills, and strong moral foundation needed to succeed in high school, college, and beyond. We encourage each child to discover their God-given gifts and use them to make a positive impact on the world.

At OLA, faith, excellence, community, and service are at the heart of everything we do. Together with our families, we cultivate a welcoming environment where every student is known, challenged, inspired, and empowered to grow into compassionate, responsible leaders who faithfully follow the path of Christ.

About This Handbook

A Guide for Our Families

This handbook has been thoughtfully prepared to serve as a practical guide for families throughout the school year. It outlines the policies, procedures, expectations, and resources that help our school operate safely, effectively, and in a manner consistent with our Catholic mission.

At OLA, we believe that children are most successful when families and educators work together in a spirit of mutual respect, open communication, and shared responsibility. This handbook is intended to strengthen that partnership by providing clear guidance and consistent expectations for all members of our school community.

While the handbook answers many common questions, no document can address every situation that may arise during the school year. Families are encouraged to use this handbook as a reference while maintaining open communication with teachers and school administration whenever questions or concerns arise.

Additional information, forms, calendars, and school announcements are available through the OLA website, FACTS Family Portal, and school communications throughout the year.

We look forward to partnering with your family in another year of faith, learning, service, and growth.

Our Partnership

A successful Catholic education depends upon a strong partnership between home and school. When students, parents, and educators work together with trust, communication, and mutual respect, children are best positioned to grow academically, spiritually, and personally.

Our Lady of the Assumption School is committed to fostering this partnership by providing a safe, faith-filled learning environment where students are encouraged to become responsible citizens, compassionate leaders, and lifelong learners.

Together, we share the responsibility of creating a positive school culture that reflects the mission and values of OLA.

Our Commitment to Students

Our faculty and staff are committed to:

- Providing a safe, nurturing, and faith-filled learning environment.
- Challenging students through engaging, high-quality instruction.
- Supporting the academic, spiritual, social, and emotional growth of every child.
- Communicating openly and professionally with families.
- Modeling the values of our Catholic faith in all interactions.

Student Responsibilities

Students are expected to:

- Treat others with kindness, dignity, and respect.
- Come to school prepared, on time, and ready to learn.
- Demonstrate honesty and integrity in both academic and personal conduct.
- Follow the directions of teachers, staff, and school administrators.

- Take responsibility for their actions and contribute positively to the school community.
- Represent OLA with pride both on and off campus.

Family Responsibilities

Parents and guardians play an essential role in their child's education. Families are expected to:

- Support the mission, philosophy, and policies of Our Lady of the Assumption School.
- Foster regular attendance, punctuality, and positive study habits.
- Maintain respectful and professional communication with faculty, staff, volunteers, and other families.
- Encourage student responsibility and accountability.
- Partner with the school to support student growth, behavior, and academic success.
- Review school communications regularly and remain informed about school policies and expectations.

II. School Operations

The daily routines and procedures outlined in this section are designed to support a safe, organized, and productive learning environment for every student. Consistent attendance, punctuality, and clear communication between home and school are essential to student success and help ensure that each school day begins and ends smoothly.

Families play an important role in supporting these routines by following school procedures, communicating changes promptly, and reinforcing the importance of responsibility and preparedness with their children.

School Hours

Our Lady of the Assumption School follows the daily schedule below.

Program	Time
Before School Program	6:45–7:15 AM
Student Arrival (Grades 1–8)	7:15 AM – 7:50 AM
Preschool - Kindergarten Arrival	7:30 AM – 7:50 AM
Morning Prayer & Announcements	7:55 AM
Preschool Half-Day Dismissal	11:20 AM
Preschool–Kindergarten Dismissal	2:10–2:15 PM
Grades 1–4 & Older Siblings	2:35 PM
Grades 5–8	2:50 PM

Important: Students should arrive with sufficient time to unpack, prepare for the school day, and be in their classrooms before Morning Prayer and Announcements begin at 7:55 AM.

Arrival Procedures

Faculty members supervise student arrival each morning to ensure a safe and orderly start to the school day.

Grades 1–8

Students may arrive between 7:15 AM and 7:50 AM using the drop off line and entering via the cafeteria doors.

Preschool–Kindergarten

Students should arrive through the Saint Francis Center (SFC) entrance between 7:30 AM and 7:50 AM.

To ensure the safety of all students, families are expected to:

- Follow all traffic patterns and staff directions.
- Use designated drop-off locations only.
- Remain courteous and patient during arrival.

- Refrain from parking in fire lanes or designated no-parking areas.
- Help students exit vehicles promptly when directed by faculty.

Students should arrive each day with:

- Homework completed
- Lunch, snack, and water bottle (if applicable)
- Required school supplies
- Appropriate uniform
- Positive attitude and readiness to learn

Attendance

Regular attendance is essential to academic success. Daily classroom instruction, discussion, collaboration, and hands-on learning experiences cannot always be recreated through make-up work.

Families are responsible for ensuring students attend school regularly, arrive on time, and are prepared for the school day.

Students arriving after 11:30 AM will be marked absent for the day.

Reporting an Absence

If your child will be absent, a parent or guardian must notify the Main Office and/or Nurse's Office before 7:55 AM on the day of the absence.
Notification should include:

- Student's name
- Grade and homeroom
- Reason for absence
- Expected return date (if known)

Whenever possible, medical documentation should be provided for absences related to illness, injury, medical appointments, or extended medical leave.

For the safety of all students, the school will attempt to contact a parent or guardian whenever a student is absent and notification has not been received.

Planned Absences

Families are strongly encouraged to schedule vacations and other non-emergency travel during school vacations whenever possible.

Extended absences may negatively affect academic progress, classroom participation, and assessment opportunities.

Parents should notify both the Main Office and classroom teacher in advance whenever an extended absence is unavoidable.

Teachers are not required to prepare assignments in advance for planned vacations or other non-school-related absences. Because classroom instruction includes discussion, collaboration, demonstrations, and guided learning experiences, assignments alone may not fully replace missed instruction.

Students remain responsible for completing all missed work within the timeframe established by their teachers.

Attendance Concerns

Consistent attendance is essential to student learning, academic success, and the continuity of classroom instruction. Families are expected to make every effort to ensure students attend school each day and arrive on time.

School administration may contact families whenever a student's attendance becomes a concern. As a general guideline, families should expect communication if a student accumulates five (5) or more unexcused absences in a trimester. The purpose of this communication is to discuss attendance patterns, identify any concerns, and determine whether additional support or communication is needed to promote the student's success.

Students who accumulate excessive absences in any class during a marking period may be at risk of failing that course for the trimester if their absences significantly interfere

with their ability to meet course requirements. In such cases, the classroom teacher, in consultation with the Principal, will review the student's attendance, academic performance, and ability to demonstrate mastery of the required curriculum before making a determination.

The school reserves the right to review attendance concerns on a case-by-case basis and to take appropriate action in accordance with school policy.

A student who is absent may not participate in any school activity or school sponsored sport, game, practice, dance, banquet or any other after school activity. This includes spectators as well as participants.

Tardiness

The instructional day begins with Morning Prayer and Announcements at 7:55 AM.

Students arriving after this time are considered tardy and must be signed in at the Main Office by a parent or guardian before reporting to class.

Punctuality demonstrates responsibility and respect for the learning environment. Frequent tardiness disrupts classroom instruction and limits a student's opportunity to begin the day successfully.

Repeated tardiness may result in:

- Parent communication
- Administrative conference
- Disciplinary action consistent with school policy

Excused tardies may be granted for medical appointments or other circumstances approved by the administration.

Truancy

Students are expected to attend school each day unless excused for illness or another approved reason.

Truancy is considered a serious violation of school policy.

Students who are absent without parental knowledge or school approval, leave campus without authorization, or otherwise violate attendance requirements may be subject to disciplinary action, including suspension and parent conferences.

Repeated incidents of truancy may jeopardize continued enrollment.

Early Dismissal

Whenever possible, appointments should be scheduled outside of school hours.

If a student must leave school before dismissal:

- The Main Office must be notified in advance.
- Students may only be released to a parent, guardian, or other individual authorized by the parent.
- All early dismissals must be completed through the Main Office.

Students who become ill during the school day will be evaluated by the School Nurse. If dismissal is necessary, parents or guardians will be contacted to arrange pickup.

Dismissal Procedures

Student safety is our highest priority during dismissal.

Families are expected to follow all established dismissal procedures and the directions of faculty and staff.

To help dismissal operate safely and efficiently:

- Follow all traffic patterns.
- Pull forward when directed.
- Remain in assigned pickup lanes.
- Do not leave vehicles unattended in pickup areas.
- Do not park on Grove Street during dismissal.

- Be courteous to faculty, staff, crossing guards, and fellow families.

Students will only be dismissed according to their established dismissal plan unless the Main Office receives notification of a change before dismissal begins.

Early Release Days

Early dismissal days are full instructional days, and attendance is expected unless a student is absent for an approved reason.

Dismissal times are as follows:

Program	Dismissal Time
Preschool–Kindergarten	11:15 AM
Grades 1–4 & Older Siblings	11:40 AM
Grades 5–8	11:50 AM

Please Note: The Extended Day Program is not available on scheduled early dismissal days.

Extended Day Program

Our Extended Day Program provides a safe, structured, and supervised environment for students in Preschool through Grade 8 before and after school.

Before School

- 6:45–7:15 AM
- Advance registration required

After School

- Preschool–Kindergarten: Begins at 2:30 PM
- Grades 1–8: Begins at 3:00 PM
- Program concludes at 5:30 PM

Families are expected to submit schedules according to published deadlines. Program fees, registration requirements, and billing procedures are administered through FACTS Tuition Management.

Additional information regarding registration, current rates, and policies is available through the Extended Day Coordinator.

Transportation Changes

To ensure the safety of every student, families should make every effort to establish a consistent dismissal plan.

If a student's dismissal arrangements need to change, a parent or guardian must notify the Main Office by phone or email no later than 1:30 PM on a regular school day whenever possible. Changes received after this time cannot be guaranteed due to the preparation of dismissal procedures.

Students will only be released according to their established dismissal plan unless the Main Office has received notification of a change from a parent or guardian.

For the safety of our students:

- Transportation changes will only be accepted from a parent or legal guardian.
- Students may not make transportation arrangements during the school day without parent and school approval.
- The school reserves the right to verify any transportation changes before releasing a student.

School Closings & Delays

In the event of severe weather or other emergencies requiring a delayed opening, early dismissal, or school closure, families will be notified through the school's communication system via email and text message.

Because OLA serves families from many surrounding communities, weather-related decisions are made independently and may differ from those of local public school districts.

Families are encouraged to monitor school communications carefully whenever inclement weather is forecast.

Visitor Policy

To ensure the safety and security of our students, faculty, and staff, all visitors must report directly to the Main Office upon entering the building.

Visitors are required to:

- Sign in upon arrival.
- Sign out before leaving the building.

For the safety of our students and to minimize disruptions to instruction:

- Classroom visits must be approved in advance by the student's teacher.
- Parents should not proceed directly to classrooms without permission.
- Forgotten items should be left with the Main Office for delivery to students.
- All volunteers are required to have a current CORI background check on file with the Main Office (done yearly) and complete the Protecting God's Children training (one-time requirement) before participating in any volunteer activities.

The school reserves the right to limit or deny access to any individual whose presence is determined to be disruptive, unsafe, or inconsistent with the mission and policies of Our Lady of the Assumption School.

School Security

The safety and security of our students, faculty, staff, and visitors is a top priority at Our Lady of the Assumption School.

To help maintain a safe learning environment:

- All exterior doors remain secured during the school day.
- Visitors must be buzzed into the Main Office entrance and follow established visitor procedures.
- All visitors are required to sign in and sign out upon leaving the building.
- Students may not open exterior doors to admit visitors.
- Parents and visitors should not proceed directly to classrooms, playgrounds, or other areas of the campus without authorization.
- A police officer will be present outside the church for all school Masses, with additional security personnel stationed inside the church.

For the safety of our school community, OLA conducts regular emergency preparedness drills, including fire, lockdown, shelter-in-place, and other safety procedures as required by state law and Archdiocesan guidelines. Students are expected to follow the directions of faculty and staff during all drills and emergency situations.

III. Academic Life

Learning with Purpose

At OLA, academic excellence is rooted in curiosity, perseverance, and a commitment to lifelong learning. Our classrooms challenge students to think critically, grow in confidence, and use their God-given gifts to reach their fullest potential.
Learning at OLA extends beyond textbooks and assessments. Through engaging instruction, meaningful collaboration, faith formation, and real-world experiences, students are encouraged to become curious learners, responsible decision-makers, and compassionate leaders.

Student success is built upon a strong partnership between school and home. Teachers, students, and families each share the responsibility of creating an environment where learning can flourish.

Academic Expectations

Students are expected to:

- Arrive at school prepared and ready to learn.

- Bring all required materials and completed assignments to class.
- Participate actively and respectfully in classroom instruction.
- Demonstrate their best effort in all academic work.
- Complete assignments on time.
- Ask questions and seek assistance when additional support is needed.
- Demonstrate honesty, integrity, and responsibility in all aspects of learning.

Parents and guardians support student success by establishing consistent homework routines, monitoring academic progress, encouraging personal responsibility, and maintaining open communication with teachers.

Classroom Expectations

Each classroom is a learning community built upon mutual respect, responsibility, and collaboration.

Teachers establish classroom routines and instructional expectations that promote student learning and maintain a productive educational environment.

Students are expected to:

- Follow teacher directions promptly and respectfully.
- Participate positively in classroom discussions and activities.
- Respect the learning of others by remaining attentive and minimizing distractions.
- Care for classroom materials and school property.
- Demonstrate respectful behavior toward classmates, teachers, substitutes, and visitors.

Teachers maintain professional discretion in establishing classroom procedures, seating arrangements, instructional strategies, assignment expectations, and classroom management practices consistent with school policy.

Homework

Homework reinforces classroom instruction, encourages independent learning, and helps students develop responsibility, organization, and time-management skills.

Homework may include:

- Practice assignments
- Reading
- Studying
- Projects
- Long-term assignments
- Preparation for quizzes or assessments

Students are expected to complete homework independently unless otherwise directed by the teacher.

Parents are encouraged to provide an appropriate workspace, establish consistent homework routines, and support their child's learning without completing assignments on the student's behalf.

Homework expectations will vary by grade level and subject.

Late Work

Students are expected to submit assignments by the established due dates.
Teachers may reduce credit for late assignments, particularly for projects or long-term assignments that were communicated in advance.

Students who are absent will be provided reasonable opportunities to complete missed work according to teacher expectations.

Repeated failure to complete assignments may result in:

- Reduced academic credit
- Parent communication
- Additional academic support
- Administrative intervention when appropriate

Teachers may use their discretion regarding assignment deadlines, extensions, and grading practices consistent with school policy.

Assessments & Grading

Student learning is evaluated using a variety of assessment methods, including but not limited to:

- Class participation
- Homework
- Quizzes
- Tests
- Projects
- Presentations
- Classwork
- Performance-based assessments

Teachers determine the methods, frequency, and weighting of assessments appropriate for their grade level and subject area.

Report card grades reflect a student's overall academic achievement, effort, growth, and demonstrated mastery of course standards rather than performance on a single assignment.

The school reserves the right to correct clerical or calculation errors if identified after grades have been posted.

Academic Integrity

Honesty and integrity are fundamental expectations of every student at Our Lady of the Assumption School.

Students are expected to complete their own work honestly while respecting the intellectual property and efforts of others.

Academic dishonesty includes, but is not limited to:

- Copying another student's work.
- Allowing another student to copy your work.
- Plagiarism.
- Using unauthorized notes or materials.
- Sharing answers during quizzes or tests.
- Altering academic records.
- Submitting work completed by another individual.
- Misrepresenting original work.

Academic dishonesty may result in:

- Reduced or zero credit on the assignment.
- Parent notification.
- Detention or other disciplinary consequences.

Additional administrative action for repeated or serious offenses.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools are becoming an increasingly common part of education and everyday life. OLA believes students should learn to use technology responsibly, ethically, and in ways that support—not replace—the learning process.

Unless specifically authorized by the classroom teacher, students may not use AI tools, including ChatGPT or similar technologies, to generate, complete, or substantially revise assignments intended to demonstrate their own understanding or original thinking.

When AI use is permitted by a teacher, students are expected to use these tools responsibly and in accordance with the instructions provided.

Unauthorized use of artificial intelligence may be considered academic dishonesty and will be addressed in accordance with the school's Academic Integrity and Student Discipline policies.

Report Cards & Academic Progress

Student progress is communicated throughout the school year through:

- Report cards
- Parent-teacher conferences
- The FACTS Family Portal
- Ongoing communication between teachers and families

Parents are encouraged to monitor their child's academic progress regularly and communicate with teachers whenever concerns arise.

Families should not wait until the end of a marking period to address academic concerns.

Teachers will communicate significant academic concerns whenever possible so that appropriate interventions may be implemented before report cards are issued.

Academic Honors

Our Lady of the Assumption School is proud to recognize students who demonstrate outstanding academic achievement through consistent effort, responsibility, and dedication to their studies.

Academic honors are awarded to students in grades 6 - 8 in accordance with the following criteria:

Principal's List
Awarded to students who earn straight A's in all academic subjects.

First Honors
Awarded to students who earn all A's, with A- grades permitted, in all academic subjects.

Second Honors
Awarded to students who earn A's and no grade lower than a B in all academic subjects.

Students who earn academic honors are recognized during the first school Mass following the distribution of report cards, where they are presented with an Academic Honors Certificate in recognition of their achievement.

While earning academic honors is a significant accomplishment, OLA also celebrates the growth, perseverance, and personal achievements of every student. We encourage all students to strive for excellence, challenge themselves, and take pride in their academic progress.

Promotion & Retention

Promotion to the next grade level is based upon successful completion of grade-level expectations and demonstrated academic progress.

When a student experiences significant academic difficulty, the school will partner with the family to identify appropriate interventions and support whenever possible.

In some cases, additional summer instruction, tutoring, or grade retention may be recommended when it is determined to be in the student's best educational interest.

Final decisions regarding promotion, retention, academic probation, required remediation, and continued enrollment rest solely with the Principal.

Academic Support

Our Lady of the Assumption School is committed to helping every student reach his or her fullest potential.

Teachers monitor student progress throughout the school year and communicate with families when additional support may be beneficial.

When appropriate, academic support may include:

- Teacher conferences
- Parent meetings
- Academic accommodations within school resources
- Referral for outside evaluation when appropriate
- Additional tutoring recommendations

Early communication between home and school is encouraged whenever concerns arise.

Technology & Digital Learning

Technology is an important tool that enhances learning and prepares students for success in an increasingly digital world.

Students are expected to use all school-issued technology responsibly, respectfully, and for educational purposes only.

School-issued devices remain the property of Our Lady of the Assumption School and must be cared for appropriately.

Students should have no expectation of privacy when using school-issued devices, school email accounts, or the school's network. The school reserves the right to monitor, review, restrict, or access any activity conducted on school-owned technology or school-managed systems.

Misuse of technology may result in disciplinary action, loss of technology privileges, financial responsibility for damages, or additional consequences deemed appropriate by school administration.

Chromebooks

Students in Preschool through Grade 8 are provided access to school-issued iPads and/or Chromebooks to support classroom instruction.

Parents and students are responsible for the proper care of all assigned devices.

Families may be financially responsible for lost, stolen, or intentionally damaged equipment.

Additional expectations regarding Chromebook use are outlined in the Responsible Use Agreement, which must be signed annually before a device is issued.

Cell Phones, Smart Watches & Personal Devices

To minimize distractions and support a focused learning environment, students are expected to use personal electronic devices responsibly and in accordance with school policies.

Cell phones must be turned off and turned in to the homeroom teacher upon arrival or stored according to school procedures. Cell phones may not be used during the school day unless expressly authorized by a teacher or administrator.

Smart watches and other wearable devices may be worn during the school day; however, they may not be used to send or receive text messages, make or receive phone calls, access the internet or social media, record audio or video, take photographs, or otherwise communicate with others during school hours unless specifically authorized by a teacher or administrator. Smart watches may also not be used during quizzes, tests, or other assessments in any manner that could provide an unfair advantage.

Students may not use personal electronic devices to:

- Record audio or video without permission.
- Photograph students, faculty, or staff without permission.
- Access social media during the school day.
- Send or receive messages or other communications during the school day.
- Cheat or gain an unfair advantage on quizzes, tests, assignments, or other assessments.
- Circumvent school technology restrictions or security measures.

Unauthorized use of a personal electronic device may result in confiscation, parent/guardian notification, disciplinary action, and/or loss of device privileges. If a device is confiscated, it may be held in the School Office and must be retrieved by a parent/guardian at the end of the school day.

MAP Growth Assessment

Our Lady of the Assumption School utilizes the NWEA MAP Growth assessment as part of the Archdiocese of Boston's assessment program for students in Kindergarten through Grade 8.

MAP Growth provides valuable information about each student's academic progress and helps teachers make instructional decisions that support individual growth throughout the school year.

Students are expected to participate in all scheduled assessment sessions unless excused by the administration.

Ⅳ. Student Life & Expectations

At Our Lady of the Assumption School, learning extends far beyond the classroom. Every interaction, activity, and experience helps shape the character, faith, and leadership of our students.

We believe that academic excellence and personal responsibility go hand in hand. Students are encouraged to live their faith, treat others with dignity and respect, demonstrate integrity, and contribute positively to the school community each day.

The expectations outlined in this section are intended to foster a safe, respectful, and supportive learning environment where every student has the opportunity to grow spiritually, academically, socially, and emotionally.

Respect

Students are expected to:

- Treat others with kindness, dignity, and compassion.
- Speak respectfully to faculty, staff, classmates, volunteers, and visitors.
- Demonstrate courtesy in words, actions, and online interactions.
- Respect the property of others and the school.
- Resolve disagreements peacefully and appropriately.

Responsibility

Students demonstrate responsibility by:

- Following school rules and classroom expectations.
- Taking ownership of their actions.
- Completing assignments and obligations.
- Caring for school materials and facilities.
- Being prepared for each school day.

Leadership

Every student has the opportunity to lead by example.

Students are encouraged to:

- Demonstrate honesty and integrity.
- Welcome and include others.
- Serve the school and parish community.
- Make choices that reflect Christian values.
- Encourage and support fellow students.

Student Conduct

Students are expected to conduct themselves in a manner that reflects the mission, values, and expectations of Our Lady of the Assumption School.

Respectful behavior is expected:

- In classrooms
- Hallways
- Cafeteria
- Playground/Recess Yard
- Church
- Athletic events
- School & PTO sponsored events
- Field trips
- Before and after school

Students are expected to follow the reasonable directions of all faculty, staff, substitutes, coaches, volunteers, and other adults acting in an official school capacity.

Classroom Expectations

Teachers establish classroom routines and expectations that promote learning, safety, and respect.

Students are expected to:

- Follow teacher directions promptly.
- Participate respectfully.
- Allow classmates to learn without disruption.
- Use appropriate language.
- Demonstrate self-control.
- Respect classroom materials.
- Contribute positively to the learning environment.

Teachers have the authority to implement classroom management strategies and consequences that support student learning and maintain an orderly classroom environment.

Behavior Support & Discipline

At OLA, discipline is viewed as an opportunity for growth. Whenever possible, students are encouraged to reflect upon their choices, accept responsibility for their actions, and make positive changes.

While many behavioral concerns are resolved through teacher intervention and parent communication, more serious or repeated behaviors may result in formal disciplinary action.

School administration reserves the right to determine appropriate disciplinary consequences based upon the age of the student, the nature of the behavior, prior disciplinary history, and the circumstances surrounding the incident.

Demerits

A demerit serves as an official warning that a student's behavior has not met school expectations.

Teachers or administrators may issue a demerit for behaviors including, but not limited to:

- Disrespectful behavior
- Classroom disruption
- Dress code violations
- Failure to follow directions
- Excessive talking
- Minor misconduct

Parents or guardians will be notified when a demerit is issued.

Three (3) demerits will result in an after-school detention.

Following completion of the trimester, the student's demerit count returns to zero.

Teachers and administrators reserve the right to issue a detention immediately when circumstances warrant without first issuing a demerit.

Detention

Detention may be assigned when student behavior significantly disrupts the learning environment or violates school expectations.

Examples include, but are not limited to:

- Repeated classroom disruption
- Inappropriate language
- Academic dishonesty
- Insubordination
- Bullying or harassment

- Misuse of technology
- Leaving supervised areas without permission
- Inappropriate conduct during school activities

Detentions are served after school.

Parents will receive advance notice of the assigned detention date.

Failure to serve an assigned detention or repeated disciplinary concerns may result in additional administrative action.

Suspension

Suspension may be imposed when student behavior presents a serious violation of school rules or threatens the safety, well-being, or learning environment of others.

Examples include, but are not limited to:

- Fighting
- Bullying
- Threats or intimidation
- Vandalism
- Theft
- Leaving campus without permission
- Repeated serious misconduct
- Possession or use of prohibited substances
- Serious misuse of technology or social media

Parents or guardians will be required to meet with the Principal before the student's return to school.

Expulsion

Although rare, expulsion may be considered when a student's conduct demonstrates that continued enrollment is no longer in the best interest of the student or the school community.

Grounds for expulsion may include, but are not limited to:

- Possession of a weapon or dangerous object
- Serious acts of violence
- Drug or alcohol possession or use
- Credible threats against members of the school community
- Criminal activity
- Repeated or egregious violations of school policy
- Conduct that significantly undermines the mission, safety, or operation of the school

The Principal reserves the right to recommend expulsion based upon the severity of the offense.

Probation

Students who demonstrate ongoing academic or behavioral concerns may be placed on disciplinary or behavioral probation.

Probation provides students with the opportunity to improve while outlining clear expectations for continued enrollment.

Failure to meet the conditions of probation may result in additional disciplinary action, including review of continued enrollment.

Bullying, Harassment & Hazing

Our Lady of the Assumption School is committed to providing a safe, respectful, and welcoming environment for every student.

Bullying is unwanted, aggressive behavior that is intentional, repeated or serious behavior that is intended to hurt, intimidate, embarrass, or exclude another student. It can be physical, verbal, social, or electronic and may include hitting, threatening, teasing, spreading rumors, intentionally excluding someone, sending hurtful messages, or posting harmful content online. Bullying may also include behavior that creates a

hostile or unsafe environment for a student or significantly interferes with their ability to learn and participate in school.
Bullying, harassment, hazing, intimidation, discrimination, retaliation, or any behavior that interferes with a student's physical or emotional well-being will not be tolerated.

This includes behavior occurring:

- On school property
- During school-sponsored events
- During transportation
- Through electronic communication or social media when it impacts the school community

Reports of bullying will be investigated promptly in accordance with the school's Bullying Prevention and Intervention Plan and applicable Massachusetts law.

Retaliation against any individual who reports concerns or participates in an investigation is strictly prohibited.

Social Media & Digital Citizenship

Students are expected to use technology responsibly and respectfully while at OLA, when using school-provided technology, and when participating in school-sponsored activities.

Parents/guardians are responsible for supervising and monitoring their child's personal technology use, social media accounts, and online activity outside of school. OLA does not monitor or assume responsibility for students' personal online activity that occurs outside of school, on personal devices, or outside of school-sponsored activities.

However, when online behavior that occurs outside of school directly impacts the safety, well-being, or learning environment of the OLA community, the school may address the matter in accordance with applicable school policies.

While at OLA, using school technology, or participating in school-sponsored activities, students may not:

- Create or share inappropriate, threatening, or harmful content involving members of the OLA community.
- Record, photograph, or share images or recordings of students, faculty, or staff without permission.
- Create or use anonymous, impersonation, or deceptive accounts to represent themselves as another person or as an OLA-affiliated account.
- Share confidential or private school information.
- Use technology or social media to bully, harass, intimidate, threaten, or intentionally harm another member of the school community.

Student Leadership

Students serving in leadership roles—including Student Council, National Junior Honor Society, altar serving, and other representative positions—are expected to uphold the highest standards of conduct, responsibility, and integrity.

Leadership positions are privileges that require students to consistently model the values of Our Lady of the Assumption School.

Students who fail to meet academic or behavioral expectations may be removed from leadership positions at the discretion of school administration.

Athletics & Extracurricular Activities

Participation in athletics, clubs, performances, and extracurricular activities is an extension of the educational experience at OLA.

Students participating in these programs are expected to:

- Demonstrate good sportsmanship.
- Respect coaches, officials, and teammates.
- Maintain appropriate academic standing.
- Follow all school rules.
- Represent OLA positively at all times.

Participation in extracurricular activities is a privilege and may be suspended or revoked when students fail to meet behavioral, academic, or attendance expectations.

Uniform & Appearance Standards

The Our Lady of the Assumption School uniform is an important part of our school identity. It reflects the pride, unity, and sense of belonging that define our community while helping to create a positive learning environment where the focus remains on faith, character, and academic excellence.

Our uniform standards encourage modesty, responsibility, and respect while reducing distractions and minimizing the emphasis on fashion trends or brand-name clothing. By wearing the OLA uniform, students represent not only themselves but also the values and traditions of our school.

Students are expected to arrive at school each day wearing the appropriate uniform for their grade level and the scheduled activities of the day. Uniforms should be clean, neat, properly fitted, and worn in a manner that reflects pride in both personal appearance and the OLA community.

The Principal and school administration reserve the right to determine whether a student's attire or appearance is consistent with the school's uniform policy and expectations.

Purchasing Uniforms

Official OLA uniforms must be purchased through the school's approved uniform provider(s). Uniform items are designed to ensure consistency in appearance throughout the student body.

Only approved uniform pieces, including monogrammed apparel, may be worn during the school day unless otherwise designated by the administration.

Additional information regarding approved vendors, ordering information, and optional uniform items is available on the OLA website.

Uniform for Girls in Kindergarten - Grade 4		
Daily Uniform Most commonly worn uniform options for Kindergarten - Grade 4 girls	• Light blue OLA logo cotton or performance polo (short or long sleeves) • Navy uniform pants or Navy uniform shorts *(please note that shorts only can be worn during warmer month such as the start of school until date determined by the Principal)* • White ankle socks or navy knee-highs must be worn with the skort • If belt is needed, a navy or black belt with pants (braided or magnetic style) • Traditional dress shoes (such as solid black, brown, or navy tie/strap shoes like Mary Janes) or Sperry style/or similar dress shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). No Converse Sneakers (ex: Chuck Taylor's) are not allowed. • Optional: Quarter zip OLA logo fleece	

Formal Dress Uniform This is the required dress uniform for girls in Kindergarten - Grade 4. This uniform **must** be worn on Mass Days and school picture day. This uniform can also be worn everyday (except gym day) if student prefers	• OLA plaid jumper • White button up blouse • Navy OLA logo cardigan sweater • Navy knee-highs or navy or black tights must be worn with the plaid jumper • Traditional dress shoes (such as solid black, brown, or navy tie/strap shoes like Mary Janes) or Sperry style/or similar dress shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed.	
Gym Uniform Required of all students K-8 on gym days	• Gray OLA logo T-shirt OR OLA Spirit Wear shirt • Navy OLA logo gym shorts (seasonal) • Navy OLA logo cotton sweatshirt OR OLA logo warm-up track jacket • Navy OLA logo sweatpants OR OLA logo track pants • Sneaker of choice (any style, any color) The following OLA Spirit wear may be worn on gym days: • Spirit Wear Eagle Tee (short or long sleeves) • Spirit Wear Eagle Hoodie	

Uniforms for Boys in Kindergarten - Grade 4

Daily Uniform Most commonly worn uniform options for Kindergarten - Grade 4 boys	• Light blue OLA monogrammed cotton polo or performance polo (short or long sleeves) • Navy uniform pants (no cargo style) • Navy uniform shorts may be worn (seasonally) • Solid black or white ankle socks (no logos) • If belt is needed, a navy or black belt with pants (braided or magnetic style) • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed. • Optional: Quarter zip OLA logo fleece	

Formal Dress Uniform This is the required dress uniform for boys in Kindergarten - Grade 4. This uniform **must** be worn on Mass Days and school picture day. This uniform can also be worn everyday (except gym day) if student prefers	• Navy dress pants (no cargo) • White button up oxford (short or long sleeve) • Navy OLA logo sweater or vest • Navy tie (zipper tie or regular) • Navy or black dress socks • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed.	
Gym Uniform Required of all students K-8 on gym days	• Gray OLA logo T-shirt OR OLA Spirit Wear shirt • Navy OLA logo gym shorts (seasonal) • Navy OLA logo cotton sweatshirt OR OLA logo warm-up track jacket • Navy OLA logo sweatpants OR OLA logo track pants • Sneaker of choice (any style, any color) The following OLA Spirit wear may be worn on gym days: • Spirit Wear Eagle Tee (short or long sleeves)	

	• Spirit Wear Eagle Hoodie	

PLEASE NOTE:

- **Elite/tall socks with logos are NOT allowed even on gym days.**
- During the cold weather seasons, students may only wear their navy blue OLA monogrammed sweater, vest or quarter-zip fleece purchased through the uniform store, during class for warmth if needed. A long sleeve white blouse or long sleeve light blue OLA monogrammed polo may also be worn as a casual option. **Non-OLA sweatshirts are not allowed to be worn once students enter the classroom.**

Uniforms for Girls in Grades 5 - 8		
Daily Uniform Most commonly worn uniform options for Grade 5 - 8 girls	• Navy OLA logo knit or performance polo shirt (short or long sleeves) • Khaki dress pants • Khaki skort/skirt • Khaki uniform shorts may be worn (seasonally) • Black or white ankle socks, navy knee highs or navy or black tights or leggings • Navy or black belt, if needed • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed. • Optional: ¼ zip OLA logo fleece	

Formal Dress Uniform This is the required dress uniform for girls in Grades 5 - 8 This uniform **must** be worn on Mass Days and school picture day. This uniform can also be worn everyday (except gym day) if student prefers	• OLA plaid skirt • White blouse (short or long sleeve) • Navy OLA logo sweater or vest • Navy knee highs or navy or black tights or leggings • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed.	
Gym Uniform Required of all students K-8 on gym days	• Gray OLA logo T-shirt OR OLA Spirit Wear shirt • Navy OLA logo gym shorts (seasonal) • Navy OLA logo cotton sweatshirt OR OLA logo warm-up track jacket • Navy OLA logo sweatpants OR OLA logo track pants • Sneaker of choice (any style, any color) The following OLA Spirit wear may be worn on gym days: • Spirit Wear Eagle Tee (short or long sleeves) • Spirit Wear Eagle Hoodie	

Uniforms for Boys in Grades 5-8

Daily Uniform Most commonly worn uniform options for Grade 5 - 8 boys	• Navy OLA logo knit or performance polo shirt (short or long sleeves) • Khaki dress pants (no cargo) • Khaki uniform shorts may be worn (seasonally) • Black or white low ankle socks • Navy or black belt, if needed • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed. • Optional: ¼ zip OLA logo fleece or OLA logo	
Formal Dress Uniform This is the required dress uniform for boys in Grades 5 - 8 This uniform **must** be worn on Mass Days and school picture day. This uniform can also be worn everyday (except gym day) if student prefers	• Khaki dress pants (no cargo) • White oxford button-up dress shirt (short or long sleeve) • Navy OLA logo sweater or vest • Navy tie zipper option available • Navy or black dress socks • Traditional dress shoes (such as solid black, brown, or navy tie shoes) or Sperry style or similar shoes OR solid-colored all white or all black low-top sneakers. Also black/white combo sneakers are allowed (white with black swoosh or black with white swoosh). • **No** Converse Sneakers (ex: Chuck Taylor's) are allowed.	

Gym Uniform Required of all students K-8 on gym days	• Gray OLA logo T-shirt *OR* OLA Spirit Wear shirt • Navy OLA logo gym shorts (seasonal) • Navy OLA logo cotton sweatshirt OR OLA logo warm-up track jacket • Navy OLA logo sweatpants OR OLA logo track pants • Sneaker of choice (any style, any color) The following OLA Spirit wear may be worn on gym days: • Spirit Wear Eagle Tee (short or long sleeves) • Spirit Wear Eagle Hoodie	

PLEASE NOTE:

- **Elite/tall socks with logos are NOT allowed even on gym days.**
- During the cold weather seasons, students may only wear their navy blue OLA monogrammed sweater, vest or quarter-zip fleece purchased through the uniform store, during class for warmth if needed. A long sleeve white blouse or long sleeve light blue OLA monogrammed polo may also be worn as a casual option. **Non-OLA sweatshirts are not allowed to be worn once students enter the classroom.**
- Student Council members may wear their student council purchased sweatshirt on regular school days.

Appearance Standards

Personal appearance should reflect the values of a Catholic school community and contribute to a respectful, distraction-free learning environment.

Students are expected to present themselves in a manner that is neat, modest, clean, and appropriate for school.

The following standards apply to all students:

Jewelry

- Jewelry should be simple, modest, and appropriate for school.
- Religious medals and small crosses are encouraged.
- Excessive jewelry, including multiple bracelets, oversized rings, large hoop or dangling earrings, are not permitted.
- Earrings are permitted for girls only.

Hair

Hair should be clean, neatly groomed, and maintained in a style that does not distract from the learning environment.

Boys

- Hair must be neatly trimmed and kept above the eyebrows, ears, and shirt collar.
- Extreme hairstyles, shaved designs, mohawks, fauxhawks, or other styles determined by the administration to be distracting or inconsistent with school expectations are not permitted.

Girls

- Hair accessories should be simple and school appropriate.
- Headbands, bows, scrunchies, and similar accessories should be solid navy, white, black, or OLA plaid.

Hair Color

Students are expected to maintain their natural hair color throughout the school year.

Hair that has been bleached, streaked, painted/dyed, sprayed, or otherwise altered to a color that is not a natural hair color is not permitted, regardless of whether the color is permanent, temporary, semi-permanent, washable, or applied for the summer. Students who arrive at school with hair color that does not comply with this policy will be required to restore their hair to a natural color before returning to school or may be subject to additional administrative action at the discretion of the Principal.

The Principal reserves the right to determine whether a student's hair color or hairstyle complies with the school's Uniform & Appearance Standards.

Makeup & Nails

- Excessive makeup should not be worn to school.
- Clear nail polish is permitted.
- Artificial nails, acrylic nails, gel nails, dip powder nails, and decorative nail art are not permitted.
- Artificial eyelashes are not permitted.

Body Art

- Tattoos, whether permanent or temporary, are not permitted.
- Body piercings other than traditional ear piercings for girls are not permitted.

The administration reserves the right to determine whether a student's appearance is appropriate for school and may require corrective action when appearance does not meet school expectations.

Uniform Compliance

Students are expected to arrive at school in the appropriate uniform each day unless otherwise notified by the school.

Families are encouraged to review the daily schedule to ensure students are dressed appropriately for Mass, Physical Education, field trips, or other special events.

Students who are out of uniform may be subject to one or more of the following:

- Reminder from faculty or staff.
- Parent or guardian notification.
- Requirement to correct the uniform violation.
- Disciplinary action for repeated or intentional violations.

The administration reserves the right to determine appropriate action for repeated or significant violations of the school's Uniform & Appearance Standards.

No Uniform Today (NUT) Days

Occasionally, students may participate in designated No Uniform Today (NUT) Days as approved by the school.

Although uniforms are not required on these designated days, students are expected to dress in a manner that reflects the values and expectations of Our Lady of the Assumption School. Clothing should be neat, modest, age-appropriate, and appropriate for a Catholic school environment.

The following clothing and accessories are not permitted on NUT Days:

- Short shorts or excessively short skirts.
- Clothing that is ripped, torn, or excessively distressed.
- Crop tops or tops that expose the midriff, back, or shoulders.
- Strapless tops, tube tops, halter tops, spaghetti-strap tops, tank tops, or other revealing styles.
- Clothing that is excessively tight, sheer, or revealing.
- Pajamas, slippers, or sleepwear.
- Flip-flops, backless shoes, or other footwear deemed unsafe for school activities.
- Hats, caps, or hoods worn inside the school building unless approved for religious or medical reasons.
- Clothing displaying inappropriate language, graphics, symbols, advertisements, political messages, including references to alcohol, tobacco, vaping, drugs, violence, or material inconsistent with the values of Our Lady of the Assumption School.

Students should avoid clothing that is distracting, immodest, or unsuitable for an elementary and middle school learning environment.

Students whose attire does not meet school expectations may be required to change into appropriate clothing, wear clothing provided by the school when available, or have a parent or guardian bring appropriate attire before returning to class.

NUT Days are privileges provided at the discretion of the school and may include:

- Birthday NUT Days
- Student Council or school-sponsored fundraisers
- School-wide celebrations
- Special events approved by the administration

The Principal and school administration reserve the right to determine whether a student's attire is appropriate for school. Any clothing or appearance deemed inconsistent with the mission, values, or expectations of Our Lady of the Assumption School may require corrective action.

V. Health & Safety

The health, safety, and well-being of every student are among Our Lady of the Assumption School's highest priorities. Creating a safe, caring, and supportive learning environment allows students to grow academically, spiritually, socially, and emotionally.

Families play an important role in helping us maintain a healthy school community by keeping emergency information current, following illness guidelines, communicating health concerns promptly, and supporting school health policies.

Together, we can provide an environment where every student is safe, healthy, and ready to learn.

School Nurse

The School Nurses support the health and well-being of students by providing first aid, responding to illnesses and injuries, maintaining student health records, and assisting with medical care throughout the school day.

Parents and guardians are responsible for providing accurate and up-to-date health information each school year, including emergency contacts, medical conditions, allergies, and required health forms.

Families should notify the Nurse's Office whenever there are significant changes to a student's medical condition, medications, emergency contacts, or healthcare needs.

Required Health Forms

In accordance with Massachusetts regulations and Archdiocesan policies, students must have all required health documentation on file before attending school.

Required forms may include:

- School physical examination
- Immunization records
- Emergency medical information

- Medication authorization forms
- Allergy Action Plans
- Asthma Action Plans
- Other medical documentation as required

The school reserves the right to exclude students from attendance until required health documentation has been received.

Illness Guidelines

Students who are ill should remain home in order to recover and to help protect the health of the school community.

Students should remain home if they:

- Have a fever of 100.0°F or higher
- Are vomiting or experiencing diarrhea
- Have a contagious illness
- Have symptoms that prevent meaningful participation in the school day

Students may return to school when they:

- Have been fever-free for at least 24 hours without fever-reducing medication
- Have been free from vomiting or diarrhea for at least 24 hours
- Meet any additional requirements established by their healthcare provider or the School Nurse

The School Nurse reserves the right to determine whether a student should remain in school or be dismissed due to illness.

Immunization Requirements

All students must meet the immunization requirements established by the Commonwealth of Massachusetts unless an approved medical or religious exemption is on file, as permitted by law.

Updated immunization records must be submitted to the School Nurse as required. Students who do not meet state immunization requirements or who fail to provide required documentation may be excluded from school in accordance with Massachusetts regulations and guidance from public health authorities.

Communicable Diseases

The health and well-being of our students and staff depend upon the cooperation of our entire school community.

Students diagnosed with a communicable disease should remain home until they meet the return-to-school guidelines established by their healthcare provider and/or the School Nurse.

Examples of communicable illnesses include, but are not limited to:

- COVID-19
- Influenza (Flu)
- Strep Throat
- RSV
- Chickenpox
- Conjunctivitis (Pink Eye)
- Hand, Foot & Mouth Disease
- Other contagious illnesses

OLA follows the guidance of the Massachusetts Department of Public Health, the Archdiocese of Boston, and local health authorities regarding communicable diseases and return-to-school recommendations.

The School Nurse and Principal reserve the right to request medical documentation or clearance from a healthcare provider before a student returns to school when necessary to protect the health of the school community.

Concussions & Sports Injuries

The health and safety of students recovering from concussions or other significant injuries is a priority.

Parents and guardians must notify the School Nurse and Main Office as soon as possible if a student has been diagnosed with a concussion or other injury that may affect participation in school activities.

Students recovering from a concussion may require temporary academic accommodations or restrictions on physical activity while healing.

A student may not return to Physical Education classes, athletics, recess, or other physical activities following a concussion without written medical clearance from a licensed healthcare provider, as required by Massachusetts law and school policy.

The school reserves the right to require additional medical documentation or clearance whenever necessary to ensure a student's safe return to academic or extracurricular activities.

Faculty, staff, parents, and healthcare providers will work together to support a safe and successful return to learning and participation in school life.

Head Lice

Head lice are a common occurrence among school-aged children and are not a sign of poor hygiene. To help minimize the spread of lice within our school community, OLA asks families to notify the School Nurse if their child has been diagnosed with head lice. If live lice are identified during the school day:

- The student will be referred to the School Nurse for evaluation.
- A parent or guardian will be contacted and asked to pick up the student.
- The student may return to school after appropriate treatment has been completed and the School Nurse has determined that the student is eligible to return in accordance with school procedures.

Families are encouraged to check their child's hair regularly, particularly following school vacations or if a case of head lice has been reported within the school community.

Medications at School

Whenever possible, medications should be administered at home.

When medication must be given during the school day:

- Medication must be delivered directly to the Nurse by a parent or guardian.
- Prescription medication must be in its original pharmacy-labeled container.
- Over-the-counter medication must be in its original, unopened packaging.
- Written physician authorization and parent permission must be on file before medication can be administered when required by state regulations.

Students may not carry medication on their person unless specifically authorized by the School Nurse and appropriate medical documentation has been provided.

Allergies & Medical Conditions

Our Lady of the Assumption School is committed to providing a safe, healthy, and inclusive learning environment for all students.

Nut-Free School Policy

Our Lady of the Assumption School is a Nut-Free School. The health and safety of our students is our highest priority, particularly those with life-threatening food allergies.

To help protect members of our school community, peanuts, tree nuts, foods containing peanuts or tree nuts, and any food products manufactured in a facility that processes peanuts or tree nuts are strictly prohibited on school property.

This policy applies to all food brought onto campus, including:

- Student lunches
- Snacks
- Classroom celebrations
- Birthday treats

- School events
- Field trips (when applicable)
- Any other food brought into the building or onto school grounds

Families are responsible for carefully reading ingredient labels before sending food to school. If there is any uncertainty regarding a product's ingredients or where it was manufactured, families should choose an alternative product that complies with OLA's Nut-Free Policy.

Students may not share food, beverages, or snacks with other students at any time.

Any food item that does not comply with the school's Nut-Free Policy may be removed or replaced at the discretion of the school to protect the health and safety of students with food allergies.

Parents and guardians of students with allergies are responsible for:

- Providing an updated Allergy Action Plan to the Nurse's Office each school year.
- Supplying all prescribed emergency medications, including EpiPens, before the first day of school.
- Notifying the School Nurse promptly of any changes to their child's medical condition or treatment plan.
- Partnering with the school to help ensure their child's health and safety.

While OLA takes every reasonable precaution to reduce the risk of allergen exposure, the school cannot guarantee a completely allergen-free environment. The cooperation of every family is essential in helping us maintain a safe and healthy school community.

Emergency Medical Care

If a student becomes seriously ill or injured during the school day:

- Immediate first aid will be provided.
- Parents or guardians will be contacted as soon as possible.
- Emergency medical services (911) will be called whenever school personnel determine immediate medical attention is necessary.

If parents or emergency contacts cannot be reached, school officials are authorized to obtain emergency medical treatment when necessary to protect the health and safety of the student.

Student Wellness

Student well-being includes physical, emotional, social, and spiritual health.

Faculty and staff work closely with families to support students experiencing academic, emotional, behavioral, or social challenges.

Parents are encouraged to communicate concerns promptly so that the school may partner with families in identifying appropriate resources and support.

Child Protection

The safety of children is a shared responsibility.

All faculty, staff, and volunteers follow the policies of the Archdiocese of Boston regarding child protection and Safe Environment requirements.

As mandated reporters under Massachusetts law, school personnel are legally required to report suspected child abuse or neglect to the appropriate authorities.

Emergency Procedures

The safety of our students and staff is a top priority.

OLA maintains comprehensive emergency preparedness procedures and conducts regular safety drills throughout the school year in accordance with Massachusetts law and Archdiocesan requirements.

Students participate in drills designed to prepare them for a variety of emergency situations, including:

- Fire drills
- Lockdown drills
- Shelter-in-place procedures
- Other emergency response protocols

Students are expected to follow the directions of faculty and staff promptly during all emergency drills and actual emergencies.

For security reasons, specific emergency response procedures are confidential and are not published in this handbook.

Safety & Security

Maintaining a safe campus requires the cooperation of our entire school community.

Families can support school safety by:

- Following all visitor procedures.
- Keeping emergency contact information current.
- Reporting safety concerns promptly.
- Respecting all arrival and dismissal procedures.
- Communicating changes in student health or emergency information immediately.

The school reserves the right to implement additional safety procedures whenever necessary to protect students, faculty, staff, and visitors.

Wellness & Mental Health

At OLA, we recognize that emotional well-being is an important part of a student's overall development.

Faculty and staff strive to create an environment where students feel known, supported, and encouraged to seek help when needed.

Parents are encouraged to communicate with school administration regarding significant family changes, emotional concerns, or mental health needs that may impact a student's school experience. Open communication allows the school to better support students while respecting privacy and confidentiality whenever possible.

VI. Family Partnership

Partnering for Student Success

At Our Lady of the Assumption School, we believe that a child's education is most successful when families and educators work together in a spirit of trust, respect, and shared responsibility.

Parents and guardians are a child's first and most important teachers. By working together, we create an environment where students are encouraged to grow academically, spiritually, socially, and emotionally.

The policies and expectations outlined in this section are intended to strengthen the partnership between home and school while ensuring a respectful, supportive, and faith-filled community for all.

Parent Partnership

Enrollment at Our Lady of the Assumption School reflects a family's commitment to support the mission, values, and policies of the school.

Parents and guardians are expected to partner with faculty and administration by:

- Supporting the Catholic mission and values of the school.
- Reinforcing school expectations at home.
- Encouraging regular attendance and punctuality.
- Promoting respect for faculty, staff, volunteers, and fellow families.
- Monitoring academic progress through FACTS and school communications.
- Communicating concerns promptly and respectfully.
- Supporting school decisions made in the best interest of the student and the school community.

Successful partnerships are built upon mutual trust, open communication, and a shared commitment to helping every student succeed.

Communication

Open, respectful, and timely communication strengthens the partnership between home and school.

Families are encouraged to communicate directly with the appropriate staff member whenever questions or concerns arise.

Questions regarding classroom instruction, assignments, or student progress should first be addressed with the classroom teacher.

If additional assistance is needed after communicating with the teacher, parents may then contact the Principal.

We ask that families allow a reasonable amount of time for teachers to respond before contacting school administration.

Communication Expectations

Faculty and staff strive to respond to parent emails and phone calls within **one to two school business days** whenever possible.

Teachers are not expected to respond to communications:

- During evenings
- On weekends
- During holidays
- During school vacations
- Outside of their regular workday

Families are asked to respect these boundaries so that faculty may devote their full attention to students during the school day and maintain an appropriate work-life balance.

Respectful Communication

Our Lady of the Assumption School is committed to fostering a community built upon mutual respect, Christian charity, and professionalism.

Parents, guardians, faculty, staff, students, volunteers, coaches, and visitors are expected to communicate respectfully at all times.

The following behaviors are inconsistent with the values of OLA and will not be tolerated:

- Profanity or abusive language
- Threatening or intimidating behavior
- Harassment
- Personal attacks
- Disruptive conduct
- Disrespectful communication, whether in person, by telephone, email, social media, or other electronic communication

The school reserves the right to end conversations or meetings that become disrespectful and may require future communication to occur through school administration.

Addressing Questions & Concerns

OLA believes that concerns are best resolved through open communication and collaboration.

When concerns arise, families are encouraged to follow the steps below:

Step 1: Contact the classroom teacher or staff member directly.

Step 2: If the concern remains unresolved, schedule a meeting with the Principal.

The school is committed to working collaboratively with families to resolve concerns whenever possible.

Parent Conduct

Parents and guardians serve as important role models within our school community.

Parents are expected to:

- Demonstrate courtesy and respect toward faculty, staff, students, volunteers, officials, and other families.
- Support school policies and decisions.
- Refrain from behavior that disrupts the educational environment.
- Model appropriate behavior during school events, athletic contests, performances, meetings, and other activities.
- Help students resolve conflicts in constructive and respectful ways.

Conduct that is disruptive, threatening, abusive, defamatory, or inconsistent with the mission and values of Our Lady of the Assumption School may result in administrative action, including restrictions on campus access, volunteer opportunities, participation in school events, or review of a family's continued enrollment.

Social Media & Online Conduct

We recognize that social media plays an important role in today's communication. Families are encouraged to use these platforms responsibly and respectfully.

Parents and guardians are expected to refrain from posting confidential school information or making false, defamatory, or harassing statements about students, families, faculty, staff, volunteers, or the school.

Concerns regarding school matters should be addressed directly with the appropriate teacher or administrator rather than through social media or other public forums.

Online conduct that significantly disrupts the school community or undermines the mission of Our Lady of the Assumption School may be considered when determining continued partnership with the school.

Volunteers

The generosity of our parent volunteers helps strengthen the OLA community and enrich the educational experience for our students.

All volunteers are expected to model the values of Our Lady of the Assumption School and maintain appropriate confidentiality regarding students and school matters.

Before volunteering, all volunteers must:

- Have a current CORI background check on file with the Main Office (needs to be done yearly).
- Complete the Archdiocese of Boston's **Protecting God's Children** training (one-time requirement).
- Follow all school safety and visitor procedures while on campus.

Volunteers serve under the direction of school personnel and may not discipline students other than to address immediate safety concerns or seek assistance from a faculty or staff member.

Financial Responsibilities

Families are responsible for meeting tuition and financial obligations in accordance with their FACTS Tuition Agreement.

Questions regarding tuition, billing, or payment arrangements should be directed to the Business Office.

The school reserves the right to withhold report cards, student records, transcripts, participation in graduation activities, or continued enrollment when financial obligations remain outstanding, consistent with applicable law and Archdiocesan policy.

Continued Enrollment

Enrollment at Our Lady of the Assumption School is a privilege and reflects a family's commitment to the school's mission, philosophy, policies, and expectations.

Continued enrollment is reviewed annually and is based upon multiple factors, including but not limited to:

- Academic progress
- Student conduct
- Attendance
- Financial standing
- Compliance with school policies
- The family's partnership with the school and support of its mission and values

The Principal reserves the right to determine whether continued enrollment is in the best interest of the student and the school community.

Confidentiality

To protect the privacy of all students and families, school personnel cannot discuss disciplinary matters, academic performance, health information, or other confidential information relating to another student.

We ask families to respect the privacy of others and understand that the school may not be able to share the outcome of disciplinary investigations or administrative decisions.

Working Together

The strength of Our Lady of the Assumption School lies in the partnership between our students, families, faculty, parish, and community.

By working together with mutual respect, open communication, and a shared commitment to our Catholic mission, we create an environment where every child is known, challenged, and inspired to reach his or her God-given potential.

VII. School Policies & Acknowledgements

Administrative Authority

The policies and procedures contained in this handbook are intended to provide guidance for students and families throughout the school year and to promote the safe, orderly, and effective operation of Our Lady of the Assumption School.

While every effort has been made to address common situations, no handbook can anticipate every circumstance. Accordingly, OLA reserves the right to interpret, apply, amend, suspend, or modify the policies contained in this handbook whenever it is determined to be in the best interest of the school or its students.

The administration also reserves the right to address situations not specifically covered in this handbook in a manner consistent with the mission, philosophy, and educational objectives of Our Lady of the Assumption School.

Enrollment at Our Lady of the Assumption School is a privilege, not an entitlement. Continued enrollment is contingent upon a student's academic progress, conduct, attendance, financial standing, and the family's support of the school's mission, policies, and expectations. Final decisions regarding school policy, student discipline, continued enrollment, and the interpretation of handbook provisions rest solely with the Principal.

Records & Confidentiality

Student educational, disciplinary, and health records are maintained in accordance with applicable laws and Archdiocesan policies.

Access to student records is limited to authorized individuals as permitted by law.

To protect the privacy of all students, faculty and staff cannot discuss confidential information regarding another student or family.

Custody & Court Orders

Parents and guardians are responsible for providing the school with current legal documentation regarding custody arrangements, guardianship, restraining orders, or other court-issued directives that affect a student's care or release.

Unless the school has received a current court order stating otherwise, OLA will presume that both parents have equal access to educational information and student records, as permitted by law.

The school cannot enforce verbal custody arrangements or undocumented requests.

Media & Photography

Throughout the school year, photographs and videos may be taken during classes, school events, performances, athletic competitions, liturgies, field trips, and other school-sponsored activities.

These images may be used in school publications, church bulletins, newsletters, the OLA website, social media, promotional materials, and other communications that celebrate student life and the mission of Our Lady of the Assumption School.

Families who do not wish to have their child photographed or included in school publications must sign the Photo Release form at the beginning of each school year.

Search & Inspection

To maintain a safe and orderly learning environment, OLA reserves the right to inspect school property and, when reasonable cause exists, student belongings, including backpacks, desks, school-issued technology, and other items brought onto school property.

The school also reserves the right to investigate any reasonable suspicion and/or student's personal items involving suspected violations of school policy or behaviors that may affect the safety, welfare, or well-being of the school community.

Tuition & Financial Obligations

Enrollment at Our Lady of the Assumption School represents a commitment to fulfill all financial obligations in accordance with the family's FACTS Tuition Agreement.

Failure to meet financial obligations may affect continued enrollment, participation in certain school activities, the release of records, graduation participation, or other privileges, consistent with applicable law and Archdiocesan policy.

Questions regarding tuition or payment arrangements should be directed to the Business Office.

Withdrawal from School

Families who withdraw a student during the school year are asked to notify the Principal, Admissions Office and Business Office in writing as soon as possible.

Student records will be released in accordance with Archdiocesan policies, Massachusetts law, and the fulfillment of applicable financial obligations.

Electronic Communications

Official school communications are delivered through:

- FACTS Family Portal
- School email
- Official school text messages
- The OLA website
- Other school-approved communication platforms

Parents and guardians are responsible for reviewing school communications regularly and remaining informed of important announcements, schedule changes, and policy updates.

Failure to read school communications does not exempt families from school policies or deadlines.

Agreement to Handbook Policies

Enrollment at Our Lady of the Assumption School signifies a family's commitment to support the school's mission, philosophy, policies, and expectations.

Parents, guardians, and students are expected to become familiar with the contents of this handbook and to partner with the school in creating a safe, respectful, faith-filled, and academically challenging learning environment.

Questions regarding handbook policies should be directed to the Main Office and/or Principal.

Parent & Student Acknowledgement

REQUIRED: This acknowledgement below must be signed by both a parent/guardian and the student (Grades K–8) and returned to the Main Office no later than Wednesday, September 9, 2026.

Please note: Acknowledgement of the Parent & Student Handbook is **required** for all OLA families. The completed and signed acknowledgement must be returned by the deadline above.

Our Lady of the Assumption School

Parent & Student Handbook Acknowledgement

We acknowledge that we have received access to the **2026–2027 Parent & Student Handbook** for Our Lady of the Assumption School.

We understand that the Parent & Student Handbook contains important information regarding the school's mission, philosophy, policies, procedures, and expectations for students and families.

By signing below, we acknowledge that we have read and reviewed the handbook and understand the expectations and policies outlined within it. We agree to support the policies and expectations of Our Lady of the Assumption School and to work in partnership with faculty and administration to maintain a safe, respectful, and welcoming school community.

We understand that school policies and procedures may be revised or updated as needed and that the administration reserves the right to interpret and implement school policies in the best interest of the school community.

This signed acknowledgement must be returned to the Main Office by Wednesday, September 9, 2026.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature (Grades K–8): _____

Date: _____